

Mental Health Call Minutes

9/18/14

Outpatient Commitment Program Enrollment

Jennifer Burlage (R3) and Amy Roberts (R4) brought of the issue of dual program enrollment for Outpatient Commitment and community hospital. The current policy is to end Outpatient Program enrollment when the client goes into the community hospital and vice versa. They raised the issue that the dates/program enrollments may not accurately reflect the relevant dates of the commitment.

The reason for the policy is that is both programs are open at the same time; it results in a data error on the annual federal reporting.

The regions asked if a new program enrollment could be created to for which a client could be enrolled in for the entire span of their commitment.

Jamie said that she do not think that this would be a problem, and that she would take it to the Program Manager meeting next week.

Billing

The billing for self pay and third party insurance for July and August has been submitted to Central Revenue Unit (CRU).

Regions were reminded that they needed to ensure that all clients have a current Client Group Enrollment and Fee Determination. Regions were asked that if they encounter an insurance that is not in WITS, to send it to the WITS Help Desk, and they would ensure that it is added.

The monthly billing reports will be pulled on the 10th of every month for the previous month. Regions were advised to put any claims that they do not want processed into the status of hold prior to the 10th of the following month.

Regions were asked to continue to release encounters, but to not create claim batches as this process would be done at the time that the billing reports are generated. They Regions were advised that they should continue to perform any review of the billing that they see as appropriate, and that only a brief review of the claims will be done by the WITS Help Desk prior to submission.

Jamie told the attendees that the central revenue unit is composed of primarily new staff. We are working with them on what we do and how the payment will be processed. There are lots of unanswered questions that we are working on, and this will also be discussed at the Program Managers meeting next week.

Robert will be working on guidance document regarding billing and should have it completed within next couple of weeks. Questions on the billing process should be directed to the WITS Help Desk.

Forms

The question was raised by the Regions, what to do if a client or parent refuses to sign intake packet, or the Fee Determination. Region 6 does said that it does not happen very often , Region 3- ACT clients in

the past added a miscellaneous note in WITS and chart-have been able to get income verification. Region 5 is putting them as pending-not completed. Central Office will take a look at this and make determination by next call as how to approach these issues.

WITS Beta

The user interface merge is scheduled for Monday, 9/22/14, barring any problems being identified. The Medication label issue has been corrected. There are two utilities that each region will need to run in order for the medication labels to work correctly. The files and instructions can be found on the MH data drive.

eRMTS Update

The Regions were shown where to find documents in the SharePoint site. Users were informed that starting Monday, they would be able to create a link to each section on the SharePoint site.

WITS Release Notes

The 17.4.0 release notes were reviewed.

IE 11 Spell Check

The guidance for ensuring that spell check is turned on, and adding words to the dictionary can be found on the WITS website. Words added to the spell check dictionary are specific to the computer where they are added.

Voucher Permission

Regions were reminded that a WITS user may only have the Vendor Management and Voucher Payment or the Client Voucher Signoff permission, but not all at the same time.

DE Appointments

Attendees were reminded that if a an employee who is a DE leaves the department or if a private provider no longer wished to be a DE, to please send e-mail to Cheryl Hawkins so that she can terminate their appointment.

Voting Items

Item 1: The question has been posed for the CMH Domain to either list each court monitoring type (18-211/212, Rule 19/20-523, 20-511A, 20-519B, 16-2514) individually in the Source of Referral field on the Intake and Mental Health Assessment or to leave it as it is with only "Court Ordered".

Outcome: Yes: 2, 3, 4, 5, 6 No: 1, 7

Item 2: The question has been posed for the AMH Domain to either change "Designated Examination" to "66-326/329" in the Source of Referral field on the Intake and Mental Health Assessment to be consistent with 18-211/212 and 19-2524 which are currently listed, or to leave it as "Designated Examination".

Outcome: Yes: 2, 3, 4, 5, 6 No: 1, 7